



Documentation EZLink Step-by-Step

Organization Creation and User Administration

State of Michigan Department of Community Health



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Creating Your Organization - Overview

In order for your users to access Documentation EZLink, the organization must be created in the system. The registration process requires knowledge of your organization's **Tax ID** and either **Provider Type** and **Provider Code** or **NPI** number. That information is checked against data the Michigan Department of Community Health provided to Covisint. Once the information has been validated your organization will be created and you can invite users to register.

The person who creates the organization is also designated as a Security Administrator. This individual will have additional responsibilities within the system such as:

- Approving new users
- Resetting passwords
- Granting user access permissions
- Rejecting requests
- Revoking user access

Review these roles before selecting the individual who will create your organization. Additional users can be set up as Security Administrators once they have registered.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

Creating Your Organization

- 1) Enter the following address into your web browser:

<https://admin.healthcare.covisint.com/mdch/ezlink.html>

- 2) Click the [Begin registration...](#) button.

- 3) Read the responsibilities of the Security Administrator.
- 4) Click the [Accept administrator role](#) button.



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Register for Michigan Department of Community Healthcare Portal

Enter Provider Information

Steps: 1 2

2 Provider information
Please enter your Tax ID and either your Provider Type and Provider ID or your National Provider Identifier (NPI).

ENTER PROVIDER INFORMATION

5 Tax ID: (i.e. 38xxxxxxx) ?

6 Provider: 2-digit Provider Type Code ? -and- 7-digit Provider ID ?
-OR- 10-digit National Provider Identifier (NPI) ?

7 [Continue...](#)

- 5) Enter your organization's Tax ID.
- 6) Enter your Provider Type (2 digits) and Provider ID (7 digits) OR your NPI number (10 digits).
- 7) Click the [Continue...](#) button.

Note: All field names listed in red are required.

Note: If your organization has already been created you will be notified after clicking the [Continue...](#) button. You will then have the option to [Cancel](#) or [Start user registration](#).

Register for Michigan Department of Community Healthcare Portal

Enter Organization Information

Steps: 1 2 3 4 5 6

4 Organization information
Enter your organization's information below. Note that many items are required. This data will help future users select the correct organization.

ENTER ORGANIZATION INFORMATION

8 *Organization Name: MEMORIAL HOSPITAL

*Address 1: 1234 HOSPITAL AVE

Address 2:

Address 3:

*City/Region: SCHENECTADY

*State/Province: NY

*Postal Code: 12345

9 Phone Number:

Fax Number:

URL(website):

10 [Continue...](#)

- 8) Verify your Organization Name and address and make any necessary changes.
- 9) Fill in any additional information on the form.
- 10) Click the [Continue...](#) button.

Note: This screen may display your individual information by default rather than that of your organization. It is imperative that you change this to reflect your organization's name and address. You will be able to enter your personal information on the next screen.



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Covisint Connect Setup

Register for Michigan Department of Community Healthcare Portal

Enter User Information

Steps: 1 2 3 4 5 6

5 User information
Please enter your user information below.

ENTER USER INFORMATION

*** = Required fields**

***Organization name:** MEMORIAL HOSPITAL

Prefix: (Mr., Mrs., Ms., Miss)

***First Name:** FOGHORN

Middle Name:

***Last Name:** LEGHORN

Job Title:

***Address 1:** 1234 HOSPITAL AVE

Address 2:

Address 3:

***City/Region:** SCHENECTADY

***State/Province:** NY

***Postal Code:** 12345

***Country:** UNITED STATES

***Phone Number:** 555-555-5555

mobile phone number:

Fax Number:

***Email Address:** foghorn.leghorn@barnyard.com

Wireless Email Address:

***Time Zone:** (GMT-05:00) Eastern Time (US & Canada)

***Language Preference:** English

Note: This language selection does not ensure the availability of the language in Covisint services or applications.

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12 [Continue...](#)

11) Enter your user information.

12) Click the [Continue...](#) button.

Note: Your user information may be different than your organization's information if you are at a different location.



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- 13) Enter your User ID.
- 14) Enter your password.
- 15) Re-enter your password for verification.
- 16) Enter a question that only you know the answer to and are not likely to forget. Some examples are:
 - What city was I born in?
 - What is my mother's maiden name?
 - What is the name of my first pet?
- 17) Enter the answer to your question from Step 14.
- 18) Click the [Continue...](#) button.

Note: The User ID must be unique to all of the users in Documentation EZLink. If someone has already registered using your preferred ID you will have to select another one.

Note: The password you select must be between 8 and 20 characters and contain at least one non-alpha character. Click on [show password rules](#) for additional information.



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19) Verify all of your organization and user information.

20) Click the **submit registration** button.

Note: Click the **< back** button to return to return to the previous screen to edit your information.

21

21) Verify that your request for the MDCH Portal has been approved.

Note: You must now log in to the MDCH Portal and Documentation EZLink to finish creating your organization.



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22) Enter the following address into your web browser:

<https://healthcare.covisint.com/portal/private/mdch>

The screenshot shows the 'Covisint - Registered Users Login' page. At the top, there is a 'covisint' logo and a language dropdown set to 'English'. The main content area is titled 'Registered Users Login'. It contains a form with two input fields: 'User ID:' with the value 'fleghorn' and 'Password:' with masked characters. A red box labeled '23' highlights the User ID field, a red box labeled '24' highlights the Password field, and a red box labeled '25' highlights the 'Login' button. Below the form, there is a link for 'Clicking Login indicates acceptance of Terms of Use and Privacy Policy'. To the right of the form, there is a disclaimer about system access and a warning to terminate access if not authorized. At the bottom, there are links for 'Forgot your password?', 'Forgot your UserID?', and 'Check Your Registration Status'. The footer includes 'Legal Contact Us', '© 2007 Compuware Corporation. All Rights Reserved.', and the 'COMPUWARE' logo.

23) Enter your User ID (created in Step 12).

24) Enter your Password (created in Step 13).

25) Click the [Login](#) button.



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The screenshot shows the MDCH website interface. On the left sidebar, under 'Secured Applications', the 'Documentation EZ Link' is highlighted with a red box. The main content area includes a welcome message from Janet Olszewski, Director, and a section for bulletins. The footer indicates copyright 2002-2005 ProviderLink, Inc.

26) Click **Documentation EZ Link**.

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The screenshot shows a Terms and Conditions page. At the bottom, there is a section with the text: "Press 'Yes' to accept the Agreement, otherwise press 'No'." Below this text, the 'Yes' button is highlighted with a red box. The 'No' button is also visible.

27) Read the **Terms and Conditions**.

28) Click the **Yes** button.



User Administration - Overview

The person who creates the organization is designated as a Security Administrator. This individual will have additional responsibilities within the system such as:

- Approving new users
- Resetting passwords
- Granting user access permissions
- Rejecting requests
- Revoking user access

It is recommended that you have multiple Security Administrators in case one is unavailable to perform these functions. If your organization has multiple locations it is a good idea to have one person at each location designated as a Security Administrator. There is no limit to the number of Security Administrators you can have in your organization.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

Sending Registration Invitations

- 1) Enter the following address into your web browser:

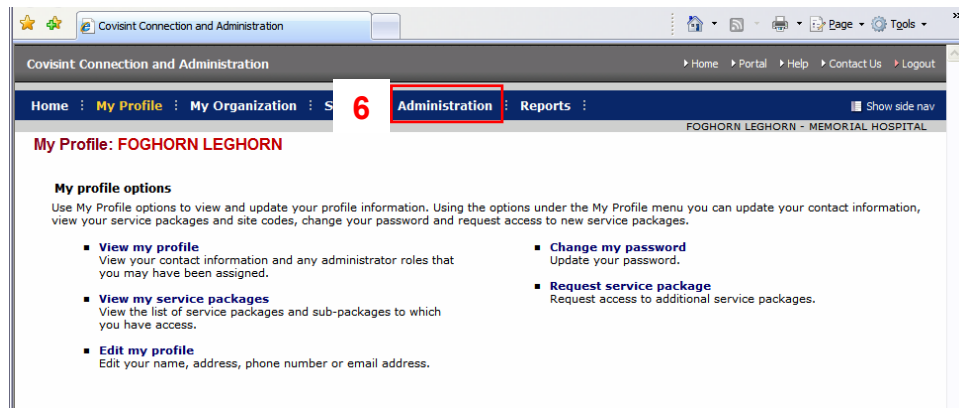
<https://healthcare.covisint.com/portal/private/mdch>

- 2) Enter your User ID.
- 3) Enter your Password.
- 4) Click the **Login** button.

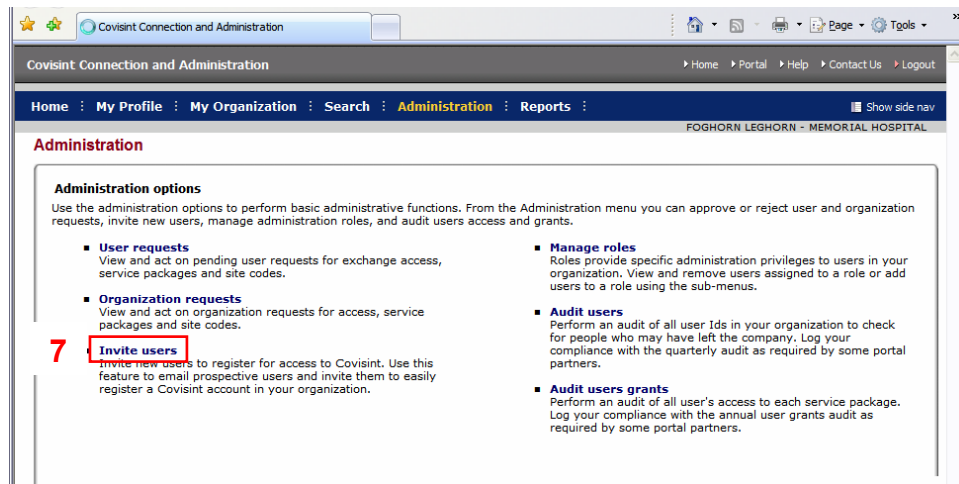
- 5) Click on **My Profile**.



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6) Click on **Administration**.



7) Click on **Invite users**.



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Covisint Connection and Administration

Home : My Profile : My Organization : Search : Administration : Reports : Show side nav

FOGHORN LEGHORN - MEMORIAL HOSPITAL

Invite Users to Register in MEMORIAL HOSPITAL

Please use the following form to invite users in your organization to register with Covisint.

invite users

*** = required fields**

***Subject:** Invitation from FOGHORN LEGHORN to Register with Covisint

*** Email Addresses:** Please enter the recipient's email addresses separated by a semi-colon (;)
buggs.bunny@memhosp.org; tweetie.bird@memhosp.org;
elmer.fudd@memhosp.org

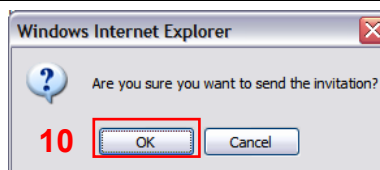
*** Message Body:** (this box is 80 characters wide)
Greetings!
Because of your job responsibilities, you have been identified as an individual who will need a Covisint user ID. As the Security Administrator for MEMORIAL HOSPITAL, I am responsible for managing our company's users and their access to Covisint services.
Click on the hyperlink below to begin the Covisint registration process:
https://admin.healthcare.stg.covisint.com/CommonReg?cmd=REGISTER_INVITED_USER&parentCompanyId=1045874&langID=14
I will be notified when you have completed the process and will approve your User ID.

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- 8) Enter the e-mail addresses separated by a semi-colon (;) for all of the users who need access to Documentation EZLink.
- 9) Click the **send invitation** button.

Note: You may want to change the Subject and Message Body before you send this e-mail to your users. Make sure you DO NOT alter the web address beginning with "**https://**" in the Message Body. This may cause your users to be unable to access the registration page.

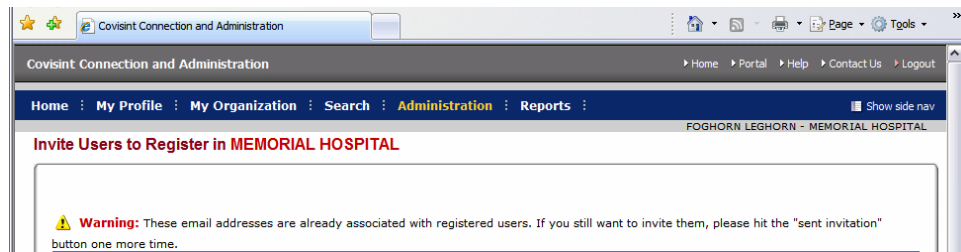
Note: If you have an e-mail group containing all of your potential Documentation EZLink users you may want to use the group address that was set up within your e-mail system. Check with your e-mail administrator for assistance in finding that address.



- 10) Click the **OK** button.



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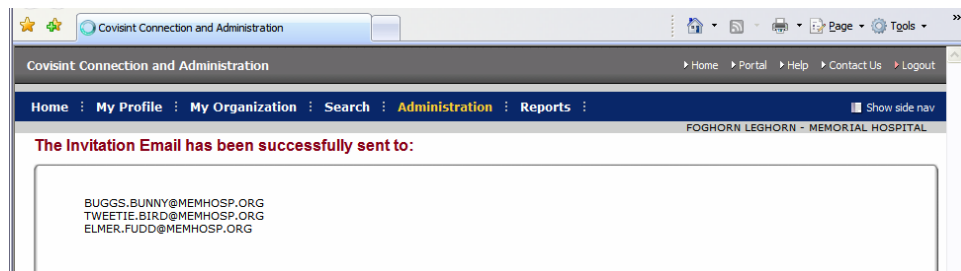


- 11) If an e-mail address has already been used to register for Documentation EZLink you will see the screen above.
- 12) Click the **send invitation** button at the bottom of the screen.

Note: Sending multiple invitations will not adversely effect the registration process. You may want to send an invitation to yourself and then forward it directly from your e-mail program.



- 13) Click the **OK** button.



- 14) Verify that the e-mail addresses on this confirmation screen are valid.
- 15) If an e-mail address was entered incorrectly proceed to Step 6 and resend the invitation.

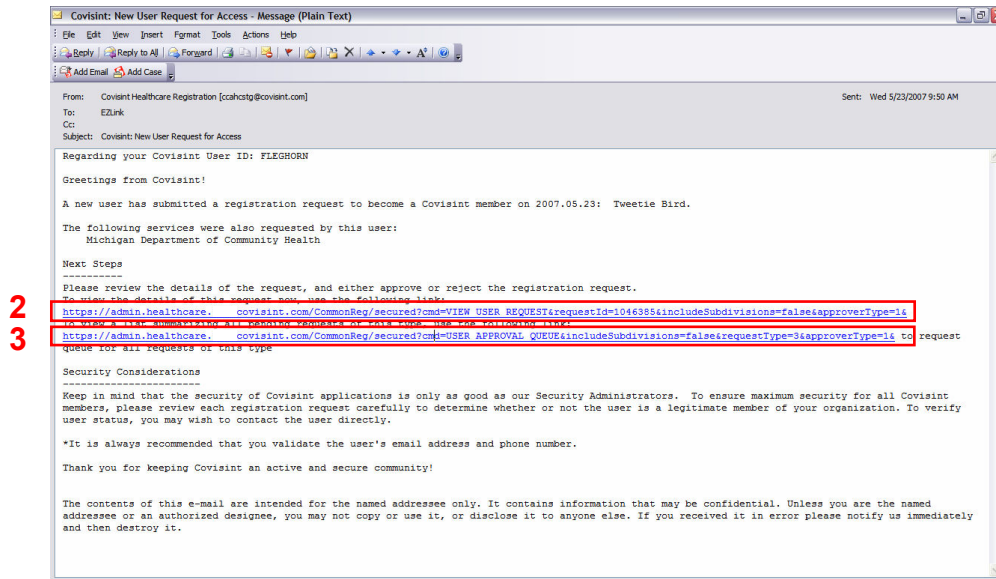
Note: You will NOT be notified if an e-mail message was undeliverable.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

Approving Users

- 1) All Security Administrators in your organization will receive the following e-mail when a user requests access to Documentation EZLink.



- 2) Click on the link to approve or reject a single user.

OR

- 3) Click on the link to view all pending requests.

OR

- 4) Enter the following address into your web browser:

<https://healthcare.covisint.com/portal/private/mdch>

Note: Clicking on either link in e-mail (Steps 2 or 3) will allow you to skip Steps 8-10.



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Covisint - Registered Users Login

covisint
a subsidiary of Compuware Corporation

English

Registered Users Login

5 User ID: fleghorn

6 Password: *****

7 Login

Clicking Login indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

Registered users may use the form to login. If you are not already a member with a User ID and Password, you may [register with Covisint](#).

Access to this system is restricted to authorized users. Individuals accessing or attempting to gain unauthorized access to this system will be prosecuted to the full extent of all applicable laws.

Any or all uses of this system and all data and information on this system, including without limitation, personal health information, may be accessed, read, intercepted, monitored, recorded, copied, audited, inspected and disclosed to and by authorized third parties, including employees, health professionals and institutions, third party payors and government agencies. By using this system, the user consents to such access, reading, interception, monitoring, recording, copying, audit, inspection and disclosure for any purpose. Users of this system have no explicit or implicit expectation of privacy.

If you are not an authorized user, terminate access now. If you do not agree to the terms and conditions set forth above, do not log in to this system.

[Forgot your password?](#)
[Forgot your UserID?](#)
[Check Your Registration Status](#)

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- 5) Enter your User ID.
- 6) Enter your Password.
- 7) Click the **Login** button.

Covisint Healthcare Information Exchange > MDCH > ...

8 My Profile Support Logout

MDCH Department of Community Health

Michigan.gov

Home

Welcome, FOGHORN LEGHORN - MEMORIAL HOSPITAL

My Sites

- Covisint Healthcare Collaboration Center
- Michigan Department Of Community Health

Secured Applications

- Documentation EZ Link

Department & Agencies

- Michigan Department One
- Michigan Department Two
- Michigan Department Three
- Michigan Department Four
- Michigan Department Five

Welcome

Welcome to the Michigan Department of Community Health

For several months, our MDCH staff have worked hard to develop a preparedness resource-based web site for Michigan residents. The site recently launched and can be found at www.michigan.gov/prepare and offers a great deal of information on how to prepare yourself and your family in the event of an emergency.

I encourage you to go into the web site and look around. Download the lists and resources available. And then please use these items to make a plan for yourself and others you care about. Thinking and planning ahead may save lives, or at the very least, mitigate the impact of a variety of events.

Thank you,
Janet Olszewski,
Director

Bulletins

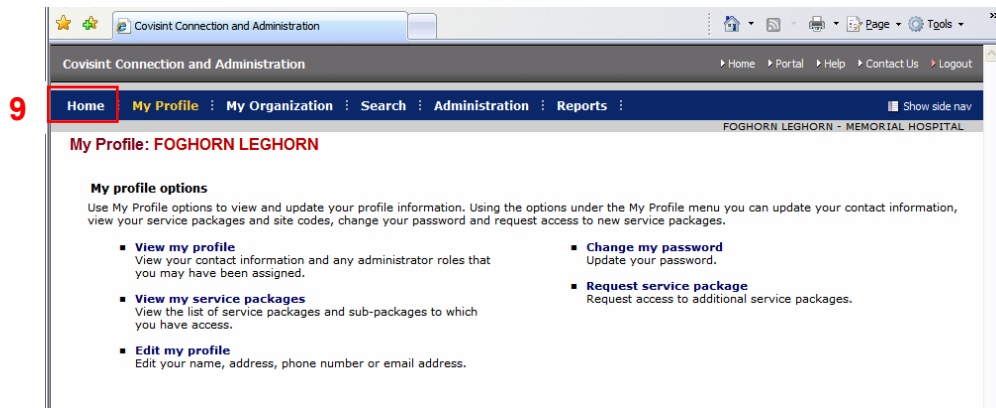
Receive email alerts when bulletins are published. [Get started »](#)

Status	Subject	From	Publish Date
--------	---------	------	--------------

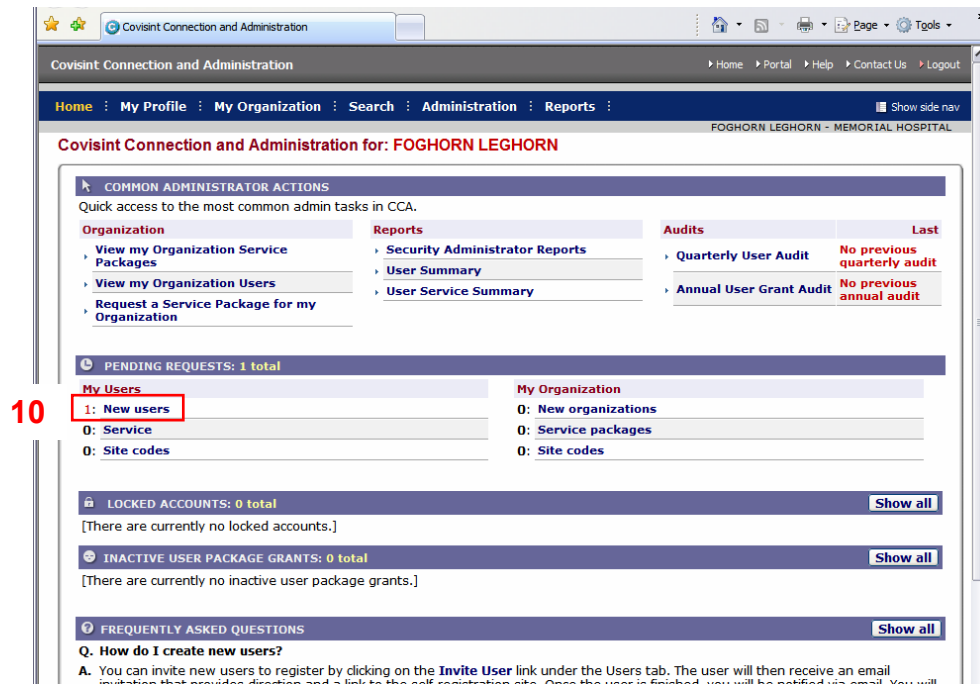
- 8) Click on **My Profile**.



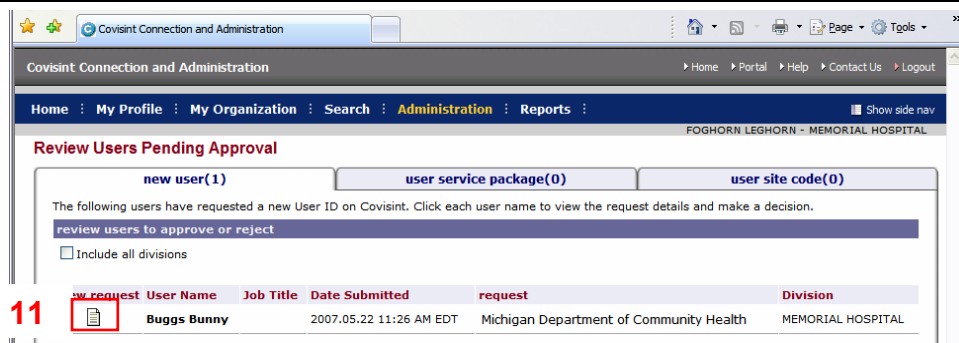
Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health



9) Click on **Home**.



10) Click on **New Users**.



11) Click on the icon below **view request**.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

details of pending user request for: Buggs Bunny

Below are the details of the registration request. Please review the user details carefully to ensure it was sent by a legitimate employee of your Company.

Review all Services Requested to determine which services are appropriate for this user. Note that you may reject some or all of the **service requested**, but still approve the overall User Request.

Note: If a application is granted to your organization such that a "non-approvable" request becomes "approvable," you may need to close your browser and re-login before the change is reflected on the screen. Services to which your Organization does not subscribe will be automatically rejected.

user information	
Full Name	Buggs Bunny
Organization Name	MEMORIAL HOSPITAL
Address 1	1234 HOSPITAL AVE
Address 2	
Address 3	
City/Region	SCHENECTADY
State/Province	NY
Postal Code	12345
Country	UNITED STATES
Job Title	
User ID	BBUNNY
Email Address	ezlink@covisint.com
Wireless Email Address	
Phone Number	555.555.5555
Mobile Phone Number	
Fax Number	
Time Zone	(GMT-05:00) Eastern Time (US & Canada)
Preferred Language	English

new user request

approve	reject	user name	request reason	rejection reason*
<input checked="" type="radio"/>	<input type="radio"/>	Buggs Bunny		

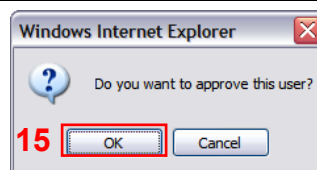
services requested

Partner Portals			
approve reject service package name rejection reason*			
<input checked="" type="radio"/> <input type="radio"/> Michigan Department of Community Health			

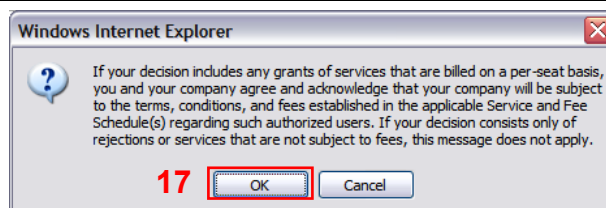
14

- 12) Review the user information to verify this is a legitimate user in your organization.
- 13) Click the radio button beneath **approve** or **reject** in the new user request section.
- 14) Click the **submit decision** button.

Note: If a user has requested additional service packages the only option available will be reject.



- 15) Click the **OK** button.



- 16) Read the information in the dialog box.
- 17) Click the **OK** button.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

Designating Security Administrators

- 1) Enter the following address into your web browser:

<https://healthcare.covisint.com/portal/private/mdch>

covisint
a subsidiary of Compuware Corporation

Registered Users Login

User ID: fleghorn
Password: *****
Login

Clicking Login indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

[Forgot your password?](#)
[Forgot your UserID?](#)
[Check Your Registration Status](#)

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- 2) Enter your User ID.
- 3) Enter your Password.
- 4) Click the **Login** button.

MDCH Department of Community Health

Welcome, FOGHORN LEGHORN - MEMORIAL HOSPITAL

Welcome to the Michigan Department of Community Health

For several months, our MDCH staff have worked hard to develop a preparedness resource-based web site for Michigan residents. The site recently launched and can be found at www.michigan.gov/prepare and offers a great deal of information on how to prepare yourself and your family in the event of an emergency.

I encourage you to go into the web site and look around. Download the lists and resources available. And then please use these items to make a plan for yourself and others you care about. Thinking and planning ahead may save lives, or at the very least, mitigate the impact of a variety of events.

Thank you,
Janet Olszewski,
Director

Bulletins

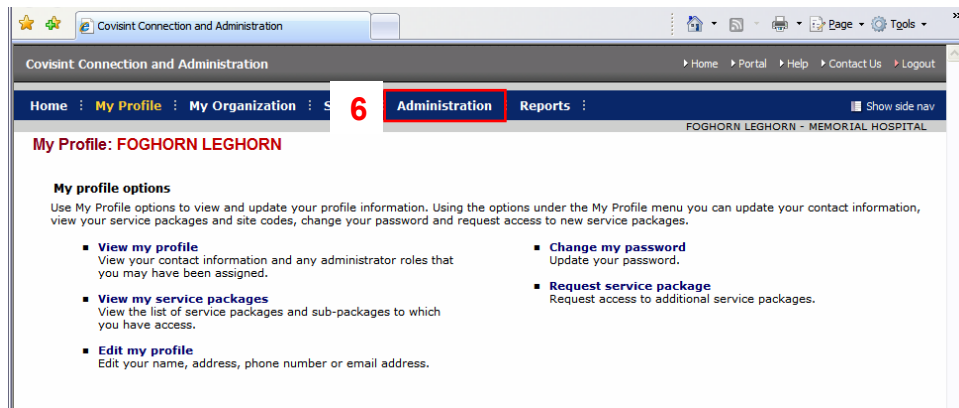
Receive email alerts when bulletins are published. [Get started »](#)

Status	Subject	From	Publish Date
--------	---------	------	--------------

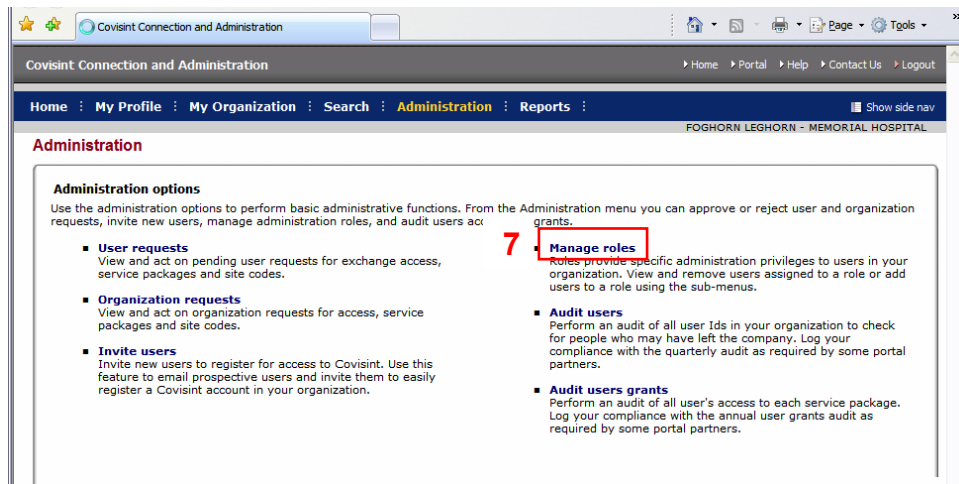
- 5) Click on **My Profile**.



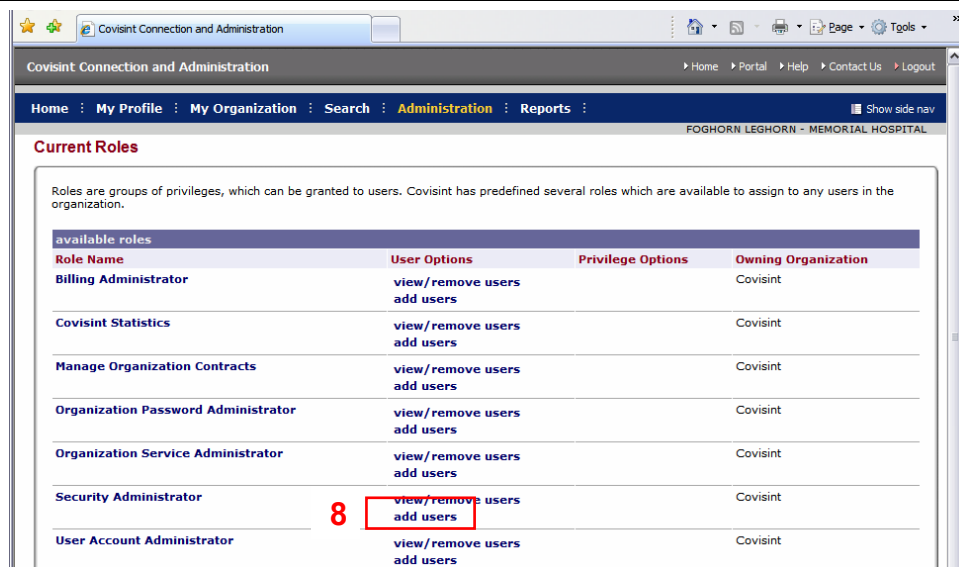
Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health



6) Click on **Administration**.



7) Click on **Manage Roles**.



8) Click on **add users** next to **Security Administrator**.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

Please find the user(s) to be added to the role **Security Administrator**.

Note: If your search includes all divisions, the results will be limited to those users in an organization with access to the role. The Organization must have the role before any users in the Organization may be granted the role.

Basic Search for User
Search for users based on user profile information. Enter the criteria, check any filter options to refine your search, and click the search button.

Basic Search for User

required fields

user name: last name, first name begins with bunny [search tips](#)

filter options: ☐ Active ☐ Pending ☐ Suspended
☐ Permanently Removed ☐ Rejected ☐ All divisions [?](#)

results per page: 50

10

Organization Name
MEMORIAL HOSPITAL

Address
1234 HOSPITAL AVE, SCHENECTADY NY 12345

[back to role view](#)

9) Enter the user's last name in the **user name:** box.

10) Click the **search** button.

Note: Leave the **user name:** blank to bring up a list of all your users.

User Search results

Select any or all users to receive the role **Security Administrator**, then click submit. If your search does not result in the user you wish to add, you may [start a new search](#) to find the correct user.

Note that search results do NOT include users who already have the role, **Security Administrator**, assigned to them.

search results

Select	Status	User Name	User ID	Job Title	Organization Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bunny, Bbunny	Bbunny		MEMORIAL HOSPITAL

[select all](#) [clear all](#)

12

11 ☒

11) Check the box beneath Select.

12) Click the **submit user additions** button.

Windows Internet Explorer

Are you sure you want add the selected users?

13

13) Click the **OK** button.



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Covisint Connection and Administration

Home : My Profile : My Organization : Search : **Administration** : Reports : Show side nav

FOGHORN LEGHORN - MEMORIAL HOSPITAL

✓ Selected user(s) are successfully added to role Security Administrator.

View/Remove Users from Role: Security Administrator

The following is a list of all users currently assigned to the Role, **Security Administrator**. The actions available to manipulate User Role Assignment are easily accessed by clicking the Buttons and Links on this page. Depending upon Role ownership and Administrator privileges assigned, different administrators may be able to perform different actions from this page.

[back to role view](#) [view all roles](#) [add users to role](#)

☐ Include all divisions

existing users

select	User Name	User ID	Job Title	Organization Name
<input type="checkbox"/>	Bunny, Buggs	BBUNNY		MEMORIAL HOSPITAL
<input type="checkbox"/>	LEGHORN, FOGHORN	FLEGHORN		MEMORIAL HOSPITAL

[select all](#) [clear all](#)

[remove selected user\(s\)](#)

14) Review the users who are now Security Administrators for your organization.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

Revoking Security Administrator Priveledges

- 1) Enter the following address into your web browser:

<https://healthcare.covisint.com/portal/private/mdch>

- 2) Enter your User ID.
- 3) Enter your Password.
- 4) Click the **Login** button.

- 5) Click on **My Profile**.



Documentation EZLink Quick Steps Organization Creation and User Administration Michigan Department of Community Health

Covisint Connection and Administration

Home : My Profile : My Organization : Search : **Administration** : Reports

FOGHORN LEGHORN - MEMORIAL HOSPITAL

Administration

Administration options

Use the administration options to perform basic administrative functions. From the Administration menu you can approve or reject user and organization requests, invite new users, manage administration roles, and audit users a

- User requests**
View and act on pending user requests for exchange access, service packages and site codes.
- Organization requests**
View and act on organization requests for access, service packages and site codes.
- Invite users**
Invite new users to register for access to Covisint. Use this feature to email prospective users and invite them to easily register a Covisint account in your organization.
- Manage roles**
Roles provide specific administration privileges to users in your organization. View and remove users assigned to a role or add users to a role using the sub-menus.
- Audit users**
Perform an audit of all user IDs in your organization to check for people who may have left the company. Log your compliance with the quarterly audit as required by some portal partners.
- Audit users grants**
Perform an audit of all user's access to each service package. Log your compliance with the annual user grants audit as required by some portal partners.

6) Click on **Manage Roles**.

Covisint Connection and Administration

Home : My Profile : My Organization : Search : **Administration** : Reports

FOGHORN LEGHORN - MEMORIAL HOSPITAL

Current Roles

Roles are groups of privileges, which can be granted to users. Covisint has predefined several roles which are available to assign to any users in the organization.

available roles			
Role Name	User Options	Privilege Options	Owning Organization
Billing Administrator	view/remove users add users		Covisint
Covisint Statistics	view/remove users add users		Covisint
Manage Organization Contracts	view/remove users add users		Covisint
Organization Password Administrator	view/remove users add users		Covisint
Organization Service Administrator	view/remove users add users		Covisint
Security Administrator	view/remove users add users		Covisint
User Account Administrator	view/remove users add users		Covisint

7) Click on **view / remove users** next to **Security Administrator**.



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Covisint Connection and Administration

Home : My Profile : My Organization : Search : **Administration** : Reports

FOGHORN LEIGHORN - MEMORIAL HOSPITAL

View/Remove Users from Role: Security Administrator

The following is a list of all users currently assigned to the Role, **Security Administrator**. The actions available to manipulate User Role Assignment are easily accessed by clicking the Buttons and Links on this page. Depending upon Role ownership and Administrator privileges assigned, different administrators may be able to perform different actions from this page.

[back to role view](#) [view all roles](#) [add users to role](#)

☐ Include all divisions

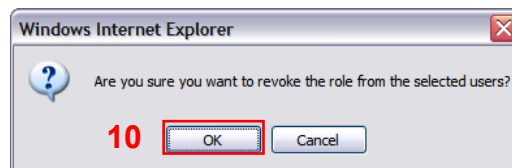
existing users

select	User Name	User ID	Job Title	Organization Name
<input checked="" type="checkbox"/>	Bunny, Buggs	BBUNNY		MEMORIAL HOSPITAL
<input type="checkbox"/>	LEGHORN, FOGHORN	FLEGHORN		MEMORIAL HOSPITAL

[select all](#) [clear all](#)

[remove selected user\(s\)](#)

- 8) Check the box beneath select for the user who's Security Administrator privileges you would like to revoke.
- 9) Click the [remove selected user\(s\)](#) button.



- 10) Click the [OK](#) button.